

OCSSD M79-571
08 November 1979

MEMORANDUM FOR: Chief, Records Systems Branch,
RMD/ISS/DDA

FROM:

OC Records Management Officer

SUBJECT: CIA Cable Reference File

1. The Directorate of Operations has requested the CIA Cable Reference File to be cut back immediately to two (2) years with the aim of further reducing the file to a two-month holding by 01 January 1980. This reduction would bring our reference file holdings into compliance with the Federal Government General Records Schedule (GRS) Schedule 12, Item 3b mandate.

2. The Office of Communications currently maintains the CIA Cable Reference File for 20 years in accordance with the approved OC Records Control Schedule No. 3377, Item 68.

3. We request your office convene a meeting of all Directorate Records Management Officers and appropriate representatives of other Agency components to discuss the proposed reduction of the CIA Cable Reference File, including the necessity of maintaining an outgoing cable signature file for 13 months.

4. The DDO request is further prompted by FPMR Temporary Regulation B-2, dated 11 January 1979 which states Public Law 95-440 requires mandatory application of the General Records Schedules to all Federal agencies, and cancels previously approved records disposition instructions authorizing the retention of Federal records for periods longer than those prescribed by the GRS.

5. Your assistance in the reduction of the CIA Cable Reference File is greatly appreciated. If you have any

questions concerning this request or wish to discuss this
matter further, please call the OC Records Management Officer
on

STAT

for

OC Records Management Officer

STAT

Attachment:

Copy of DDO Memorandum 79-5125 dated 25 October 1979